



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	5	Community Affairs	
Chapter	61	Address Confidentiality Program	1/11/2010
Subchapter:	7	Program Participant Privileges	
Section	2	Provider agency requirements (N.J.A.C. 5:61-7.2)	

§5:61-7.2 Provider agency requirements

(a) When a program participant makes a request noted in N.J.A.C. 5:61-7.1(a) or (b), the provider agency shall maintain the confidentiality of all applications or records and ensure that they are accessible only to authorized personnel, except as provided in N.J.A.C. 5:61-8 and 9.

(b) When verifying that an individual is an ACP program participant, authorized personnel may make a file photocopy of the program participant's identification card.

1. The identification card shall be returned to the program participant immediately upon completion of the photocopying; and

2. The photocopy shall be kept with the confidential records of the program participant during the time the records are filed and maintained by the provider agency.

(c) A provider agency shall use the designated mailing address requested by the program participant and verified by the ACP identification card unless the provider agency has received a written exemption determination from the Commissioner under the provisions of N.J.A.C. 5:61-10.

N.J.A.C. 5:61-8.1 (2014)